



# Antrim County Board of Commissioners



Sheryl Guy, County Clerk

**Monday, January 4, 2021 @ 9:00 a.m.**

## **Zoom Webinar**

Please click this URL to join.

<https://us02web.zoom.us/j/84168742882?pwd=WEVTWDFoNXlxWVcxdnhzR3NjRjQwdz09>

Password: Antrim

Dial any one: US: +1 312 626 6799 or +1 646 876 9923 or +1 253 215 8782

Webinar ID:

Webinar ID: 841 6874 2882

## **Facebook Livestream**

<https://www.facebook.com/AntrimCountyMI/>

CALL TO ORDER: Please proceed to next page.



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December 23, 2020

**MEETING NOTICE**  
**BOARD OF COMMISSIONERS ORGANIZATIONAL**

The Antrim County Board of Commissioners will hold an Organizational Meeting on Monday, January 4, 2021 at 9:00 a.m. in the Commissioners Room of the Antrim County Building.

The Agenda as follows:

- Call to Order – County Clerk
- Pledge of Allegiance
- Invocation/Moment of Silence
- Appointment of Teller
- Election of Chairman
- Election of Vice Chairman

**Public Comment:** *Members of the public are encouraged to speak during the public comment agenda items which are placed at the beginning and end of meetings. Any member of the public speaking under the privilege of "Public Comment" may speak no longer than three (3) minutes. A group of individuals who wish to present a specific point of view may designate a spokesperson who the Board will allow additional time; however, this is not a requirement. All individuals who wish to speak during public comment will be allowed to do so. Members of the public with questions, concerns, or comments regarding their topic addressed during public comment may request additional information and/or referral from the County Administrator's Office during normal business hours or call 231-533-6265.*

- Resolution #01 - 2021 Set regular meeting dates and times
- Resolution #02 - 2021 Civil Rights Act – Americans with Disabilities/Family Medical & Family Leave Act
- Resolution #03- 2021 Public Distribution of Minutes
- Resolution #04 -2021 Annual Report
- Motion Designation of Commissioners' Rules & Procedures
- Resolution #05 - 2021 Designate depositories
- Resolution #06 - 2021 Tax Waivers
- Resolution #07 –2021 County Treasurer's Investment Authority 2021-2022
- Resolution #08 - 2021 Fair Housing

Various Matters:

- Planning Commission Appointments – 2 Board members

**Public Comment:**

The County of Antrim will provide necessary, reasonable auxiliary aids and services, such as signers for hearing impaired and audio tapes of printed materials being considered at the meeting, to individuals with disabilities at the meeting upon two weeks' notice to Antrim County. Individuals with disabilities requiring auxiliary aids or services should contract the County of Antrim by writing or calling the following: Antrim County Administrator, PO Box 187, Bellaire MI 49615; 231-533-6265; FAX 231-533-8111; e-mail [coordinator@antrimcounty.org](mailto:coordinator@antrimcounty.org)

**Adjourn.**

MINUTES OF THE MEETING ARE AVAILABLE ON THE COUNTY WEBSITE; [www.antrimcounty.org](http://www.antrimcounty.org)  
COPIES OF MINUTES OF THE MEETINGS ARE ALSO AVAILABLE FREE OF CHARGE BY CONTACTING THE COUNTY CLERK'S OFFICE: P.O. Box 520, Bellaire, MI 49615; 231-533-6353; Fax 231-533-6935; email [guys@antrimcounty.org](mailto:guys@antrimcounty.org)

Posted December 23, 2020 by County Clerk



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December 23, 2020

To: Board of Commissioners

RE: *Suggested Resolution*

**RESOLUTION #01-2021** By

**REGULAR BOARD MEETING DAYS AND TIMES**

**BE IT RESOLVED** the 2021 regular meetings of the Antrim County Board of Commissioners be held on the 1st Thursday at 9:00 a.m. and the 3<sup>rd</sup> Thursday at 7:00 p.m. of each month; and

**NOW, THEREFORE, BE IT FURTHER RESOLVED**, that **Antrim County Board of Commissioners** shall hold their meetings in the Antrim County Commissioners' Room on the second floor of the County Building.



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December 23, 2020

To: Board of Commissioners

RE: *Suggested Resolution*

**RESOLUTION #02-2021 By**

**CIVIL RIGHTS ACT/AMERICANS WITH DISABILITIES ACT  
AND  
FAMILY MEDICAL & FAMILY LEAVE ACT**

**WHEREAS**, Antrim County desires to comply with the Civil Rights Act of 1964, the Americans with Disabilities Act of 1990, and the Family and Medical Leave Act of 1992 in all entities:

**BE IT THEREFORE RESOLVED** that, Antrim County shall comply with the Civil Rights Act of 1964, the Americans with Disabilities Act of 1990, and the Family and Medical Leave Act of 1992 in the employment and retention of personnel, and all other phases pursuant to these Acts, and affirms its policy prohibiting discriminatory practices, policies, and customs that violate the rights of any citizen or lawful permanent resident of the United States on the basis of race, color, national origin, religion, creed, sex, age, weight, height, marital status, or physical disability and/or ability and hereby adopts a broadened policy encouraging participation of minorities, the handicapped, and the disabled.

**RESOLUTION #02-2021**



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December 23, 2020

To: Board of Commissioners

RE: *Suggested Resolution*

RESOLUTION #03-2021 By

Revised: 1/04/2012  
Amended: 1/03/2013

#### DISTRIBUTION OF MINUTES

**WHEREAS**, Public Act #344 of 1982 changes and extends the procedures under which the Board of Commissioners must make the report of its meetings available to the public, and,

**WHEREAS**, the Antrim County Board of Commissioners intends to continue the procedure under which it is currently making the report of its meetings available to the public;

**BE IT THEREFORE RESOLVED** that, pursuant to P.A. #344 of 1982, the Antrim County Board of Commissioners will direct the County Clerk to make a report of session of the Board available as soon as possible after each session in the Office of the County Clerk for public inspection and copying without charge, and

**BE IT FURTHER RESOLVED**, that, pursuant to P.A. 344 of 1982, sec. 9c, copies of the report of each session will be mailed or e-mailed upon request without charge, and

**BE IT ALSO FURTHER RESOLVED** that, it be advertised in the County newspapers that the report of each open session is available from the Office of the County Clerk without charge.

**BE IT ALSO FURTHER RESOLVED** that, the County Board of Commissioners minutes be posted on the Antrim County web site when available and approved.

RESOLUTION #03-2021



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December 23, 2020

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To: Board of Commissioners

RE: *Suggested Resolution*

**RESOLUTION #04-2021** By

### **ANNUAL REPORTS**

**WHEREAS**, Michigan P.A. 156 of 1851, as amended, confers on Boards of Commissioners the following power "...require a county officer whose salary or compensation is paid by the County to make a report under oath to the County Board of Commissioners on a subject connected with the duties of that office...";

**BE IT THEREFORE RESOLVED** that, the following county officers be required to submit their written 2020 Annual Report in the form stipulated by the Board of Commissioners by the second Thursday, in July 2020: Prosecuting Attorney, Sheriff, County Clerk, County Treasurer, Register of Deeds, Drain Commissioner, Dam Operator, County Surveyor, Probate Judge, District Court, Circuit Court, Abstractor, County Administrator, Planning Director, County Accountant, Building Official, Animal Control Officer, ACT Director, Airport Manager, Housing Director, Information Technology Coordinator, Commission on Aging Director, Medical Examiner, Emergency Services Coordinator, and Veterans' Counselor. The following agencies are required to provide their Annual Reports in person at a meeting of the full Board: North Country Community Mental Health, Meadow Brook Medical Care Facility, and Department of Human Services, MSU Extension, Antrim Conservation District (County Forester, Soil Erosion Control), Antrim County Community Collaborative, Road Commission, Northern Lakes Economic Alliance, Grass River Natural Area, Inc., Meadowview Apartments, the Antrim County Fair Board and other Agencies contractually and/or receiving funds through an appropriation are required to report to the County.

**BE IT ALSO RESOLVED** that, each report last not more than fifteen (15) minutes.

**RESOLUTION #04-2021**



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December 23, 2020

To: Board of Commissioners

RE: *Suggested Motion: For the January 4, 2021 Organizational meeting*

Moved by \_\_\_\_\_, seconded by \_\_\_\_\_, that the Board approve the Antrim County Board of Commissioners' Procedures as amended September 5, 2019, continue to be used in the year 2021. Motion carried as follows:



# **ANTRIM COUNTY BOARD OF COMMISSIONERS PROCEDURES**

## **Amended September 5, 2019**

*I hope my achievements in life shall be these: that I have fought for what is right and fair, that I will have risked for that which mattered, that I will have given help to those who were in need, that I will have left the earth a better place for what I've done and who I've been.*

*–Attributed to Carl Thomas Hoppe, contributed by Commissioner Gene Dawson*

### **PREAMBLE**

The citizens of Antrim County are entitled to have fair, ethical and accountable local government that has earned the public's full confidence for integrity. Furthermore, the effective functioning of democratic government requires that public officials, both elected and appointed, comply with both the letter and spirit of the laws and policies affecting the operations of government; public officials be independent, impartial and fair in their judgment and actions; public office be used for the public good, not for personal gain; and public deliberations and processes be conducted openly, unless legally confidential, in an atmosphere of respect and civility.

As a member of the Antrim County Board of Commissioners, I agree to conduct myself by the following model of excellence. I will:

- Recognize the worth of individual members and appreciate their individual talents, perspectives, and contributions;
- Help create an atmosphere of respect and civility where individual members, County staff, and the public are free to express their ideas and work to their full potential;
- Respect the dignity and privacy of individuals and organizations;
- Respect and maintain the nature of confidential and privileged information and opinions acquired as a result of my position;
- Conduct my public affairs with honesty, integrity, fairness and respect for others;
- Avoid and discourage conduct that is divisive or harmful to the best interests of Antrim County; and
- Keep the common good as my highest purpose and focus on achieving constructive solutions for the public benefit.

### **INTRODUCTION**

Every deliberative body needs an agreed upon procedure by which the behavior of the body and of individual members is to be governed. An orderly process is necessary not only for the deliberative body but also for those who are associated with it in a tangential way whether they be members of the staff and general public or persons doing business with the body.

Thus, Boards of County Commissioners, which are deliberative bodies, need such agreed upon procedures. The mechanism used for this purpose is a set of board rules; rules which often are included as part of county directories. Board of County Commissioners are authorized to adopt such rules by a law which states that Board of Commissioners shall have the power to: “Establish rules and regulations in reference to the management of the interest and business concerns of the county as the board considers necessary and proper in all matters not especially provided for in this act or under the laws of this state.” (Public Act 156 of 1851 as amended, 46.11 Sec. 11(m)). Although there are several Michigan statutes which, in effect, specify certain rules, many of the rules of a



County Board are not necessarily required by specific statute. The result is that the rules vary from county to county, as perhaps they should. After all, rules should reflect needs of individual counties. As needs vary, so should the rules.

## **COUNTY BOARD RULES**

### **1. MEETINGS**

**1.1 Regular Schedule.** The regular meetings of the Board of Commissioners are held on the first and third Thursday of each month.

Any regular or adjourned meeting of the Board which falls upon a legal or county designated holiday shall automatically be rescheduled for the next secular day following, provided that day is not a legal or designated holiday. The rescheduled meeting shall be at the same time and place indicated for the regularly scheduled meeting, unless the Board in session determines otherwise as set forth in 1.5.

**1.2 Time.** The regular meetings of the Board of Commissioners each month shall begin at:

- 9:00 a.m. for the meeting on the first Thursday of the month.
- 7:00 p.m. for the meeting on the third Thursday of the month unless the Board in session determines otherwise.

**1.3 Place.** The Board shall meet in the County Board chambers in the County Building.

**1.4 Organization meeting.** The Organization meeting shall be held preceding the first meeting in January at a day and time to be determined by the County Clerk.

**1.5 Changes in Schedule.** Changes in the meeting schedule, including time and place, additional meetings, and meetings adjourned or recessed to the specific time and place, may be made by majority vote of the Board of Commissioners, such change to be recorded in the minutes of meeting in which the change is made. Regular meetings shall be adjourned “to the Call of the Chair.”

Meetings adjourned or recessed for more than 48 hours “to the Call of the Chair” unless the Board provides otherwise, may be reconvened upon telephone, email, or other communication at least twenty-four (24) hours before the time of the reconvening and upon giving of public notice in accordance with Rule 1.7.

**1.6 Special Meetings.**

1.61 Petition and Notice. Normally, a special meeting of the Board of Commissioners shall be held only when requested by one-third of the members, which request shall be in writing, addressed to the County Clerk and specifying the time, place, and purpose of the meeting. Upon receipt of the request the Clerk shall immediately give notice in writing to each of the members personally by leaving the notice at the residence of the Commissioners or by certified mail at least 10 days before the time of such meeting.

1.62 Emergency. The Chairperson, at any time upon finding and proclamation of a peacetime or civil disaster or an attack by a foreign enemy, may call a special meeting of the Board at a time and place designated by the Chairperson and give notice to the members by the best available means of communication.

In event of the Chairperson’s incapacity or absence from the County, the Vice-Chairperson may call such a meeting.

In event of the Vice-Chairperson’s incapacity or absence from the County, the member appointed to the 911 Board may call such a meeting.

1.63 In the event a legal matter arises that requires immediate attention, the Chairperson

or Vice-Chairperson (if the Chairperson is not available), in consultation with the county's legal counsel, may authorize immediate legal action on behalf of the County which they deem to be in the best interest of the County.

- 1.7 Public Notice of Meetings.** The Clerk of the Board of Commissioners each year shall give public notice of the regular schedule of time and place in one or more newspapers circulated in the County, by informing the news media in the County, and by posting the schedule in two conspicuous places in the County Building, at least three days prior to the time of the first regular meeting. Public notice of special or rescheduled meetings, and reconvening of meetings which have been adjourned or recessed for more than 48 hours "to the Call of the Chair" and not to "a time certain" shall be given according to the Open Meetings Act.
- 1.8 Public Meeting.** The Board of County Commissioners shall sit with open doors, and all persons may attend its meetings, subject only to closed meetings as may be allowed under the Open Meetings Act.

## **2. QUORUM**

- 2.1 Quorum.** A majority of Commissioners elected and serving shall constitute a quorum for transaction of the ordinary business of the County.
- 2.2 Absence of Quorum.** Upon the absence of a quorum, the members present may adjourn from time to time or, to a time certain. Public notice shall be given as required by the Open Meetings Act.

## **3. VOTING**

- 3.1 Majority Votes.**
- 3.11 The final adoption of any measure or Resolution, or the allowance of any question or measure which designates or represents a claim against the county, shall be determined by a majority of all the members elected and serving.
- 3.12 Any matters which by statute require a greater majority vote, shall be adopted in accordance with the statutory requirements.
- 3.13 All parliamentary questions which shall arise at the meetings of the Board of Commissioner shall be determined by the votes of a majority of the members present.
- 3.2 Roll Call Votes.** Unless otherwise required by law a roll call vote is not required. A unanimous voice vote upon any action shall be recorded as an unanimous roll call vote. When a voice vote reveals a divided vote on the Board (i.e. more than one "no" vote) the yeas and nays shall be recorded.
- When there is a divided vote a roll call may be conducted upon the request of any member. The names and votes of members shall be recorded in the minutes on any action which is taken by the Board of Commissioners or a committee.
- 3.3 Secret Ballot Voting.** No vote may be taken by secret ballot on any matter except on the question of electing the Chairperson of the Board or in cases specifically required by statute.
- 3.4 Voting Mandatory.** Each member present shall be required to vote on every question unless excused by the Chairperson.
- 3.5 Reconsideration of Vote.** When a question has been put and decided by a roll call of the members, any member who voted on the prevailing side may move for reconsideration. A motion for the reconsideration of any action shall be in order if made in the same meeting or at the Board meeting next succeeding that on which the decision proposed to be reconsidered was made. No matter may be twice reconsidered. For purposes of this rule, the term

“meeting” shall mean any session which proceeds uninterrupted by an adjournment or recess of greater than three hours.

**3.6 Local government issues.** Any issues that affect/impact subordinate levels of government must be addressed at those levels before being considered by the Board of Commissioners.

## **4. ORGANIZATION**

### **4.1 Chairperson**

4.11 Election. During the first meeting in each calendar year, the Board of Commissioners shall select, by majority vote of all elected members, one of its members to serve as Chairperson of the Board. The vote shall be by secret ballot unless there is only one candidate, in which case the vote may be by voice. He/she shall take office and assume the duties immediately upon election.

#### 4.12 Duties.

4.121 The Chairperson, if present, shall preside at all meetings of the Board of Commissioners, preserve order, and decide questions or order subject to appeal to the Board.

4.122 The Chairperson shall be the agent for the Board in the signing of contracts, orders, resolutions, determinations, and minutes of the Board and in the certification of the tax rolls.

4.123 The Chairperson shall serve in such capacities and make appointments as the law shall require.

4.124 The Chairperson shall serve as an “ex officio” member on all committees. He/she may act as a member of the committee when the committee lacks a quorum.

4.125 The Chairperson, for purposes of representing the County in various functional or ceremonial capacities, shall be considered as the Chief Elected Official of the County.

4.126 Upon election, the Chairperson of the Board shall proceed to appoint individuals to all committees, commissions and boards, subject to the approval of a majority of all members of the Board.

4.127 Consistent with MCL 46.3 (5), the Chairperson of the Board shall have the power to administer an oath to any person concerning any matter submitted to the Board of Commissioners or any matter connected with the discharge of their duties, to issue subpoenas for witnesses, and to compel their attendance in the same manner as courts of law.

4.128 The Chairperson shall be the approving authority for use of the county credit card by any commissioner.

### **4.2 Vice-Chairperson**

4.21 Election. During the first meeting in each calendar year, the Board of Commissioners shall select, by majority vote of the elected members, one of its members to serve as Vice-Chairperson of the Board. He/she shall take office and assume the duties immediately upon election.

#### 4.22 Duties.

4.221 The Vice-Chairperson shall, in the event of the incapacity or absence of the Chairperson, assume the duties of the Chairperson.

- 4.222 The Vice-Chairperson shall preside over meetings called to address the preparation of the annual budget.
- 4.223 The Vice-Chairperson or other designated commissioner, along with two other commissioners, shall review the claims and accounts for presentation and recommendation to the Board.

### **4.3 Selection of a Temporary Chairperson**

- 4.31 Selection Process. In the absence of the Chairperson and Vice-Chairperson the Clerk of the Board will call the meeting to order. Once called to order, the membership will elect a member to preside over the meeting. He/she shall assume the duties immediately upon election.

### **4.4 Removal of Chairpersons**

Any chairperson designated as such by the Board of Commissioners may be removed from that position for cause by 2/3 vote of the elected members.

### **4.5 Clerk**

- 4.51 Designation. The Clerk of the County shall be, by statute, Clerk of the Board. The County Clerk or the Clerk's appointed deputy shall perform all duties pertaining to such office.
- 4.52 Duties. The Clerk's statutory duties include the following:
  - 4.521 To record all the proceedings of the Board in a book provided for that purpose.
  - 4.522 To make regular entries of all the Board's resolutions and decisions upon all questions.
  - 4.523 To record the vote of each Commissioner on any question submitted to the Board, if required by any member present.
  - 4.524 To preserve and file all accounts acted upon by the Board and for no reason allow such accounts to be taken from his/her office.
  - 4.525 To certify, under Seal of the Circuit Court, the Official Seal of the County, without charge, copies of any and all resolutions or decisions or any of the proceedings of the Board of Commissioners, when required by the Board or any of its members or when required by any other person upon payment.
  - 4.526 To preside, until a chairperson or temporary chair is elected during the first meeting of the Board of Commissioners in each calendar year.
  - 4.527 To preside over any Board of Commissioner meeting, in the absence of the Chairperson and Vice-Chairperson until a temporary chairperson is elected.
  - 4.528 To give such notice of Board of Commissioner meetings and committee meetings as required by the Open Meetings Act.
  - 4.529 To perform any other duties of the Board of Commissioners as required by statute.
  - 4.530 To notify the Board Chairperson of all committee meetings, if applicable.
- 4.53 Absence. In the event the Clerk or duly appointed deputy is absent from a meeting of the Board, the Chairperson, with approval of a majority of the Commissioners present and voting, shall appoint another person to act as temporary clerk until the Clerk or duly appointed deputy arrives.

**4.6 Parliamentarian.** The County Clerk and in her/his absence the Deputy Administrator shall advise the Chairperson and the Board of Commissioners regarding questions of parliamentary procedures.

**4.7 Committees.**

4.71 Boards, Commissions, and Committee Appointments. Each Board member that is appointed to, or acts as a liaison between the Board of Commissioners and the several boards, commissions, committees and agencies shall report to the Board on matters of interest and potential consequence to the County. The list of boards, commissions and committees is as follows (an asterisk indicates it is a non-voting appointment):

- Antrim County Road Commission Liaison\*
- Antrim Conservation District Liaison\*
- Antrim Creek Natural Area
- Antrim Fair Board Liaison\*
- Area Agency on Aging
- Capital Improvement Committee – 3 Members
- Commission on Aging
- Community Corrections
- Community Collaborative Board
- Construction Code Board of Appeals (as needed)
- E-911 Board
- EDC/BRA Board
- Grass River Natural Area Liaison\*
- Glacial Hills Joint Recreation Board
- Health Department Appeals Board (as needed) – 5 Members
- Housing Committee
- Meadow Brook Liaison\*
- No. Country Community Mental Health
- Northwest Michigan Community Health Dept. – 2 Members
- Networks Northwest
- Northern Lakes Economic Alliance
- Northern Michigan Counties Association
- Northern Michigan Community Action Agency
- Petoskey Stone Festival Planning Commission – 2 Members
- Planning Commission – 2 Members
- Solid Waste/Recycling
- Veteran’s Affairs\*
- 13th Circuit Court (Liaison) – 2 Members
- 86th District Court (Liaison) – 2 Members
- Street & Road Numbering Appeals Committee – 3 Members

4.72 Special or Ad Hoc Committees. Subject to the approval of the Board of Commissioners, the Chairperson of the Board may establish special or ad hoc committees and designate Commissioners or other interested persons to serve thereon, and shall designate the Chairperson of each committee. The membership of Special Committees shall automatically be terminated upon completion of specific duties or the succession to office of a new Chairperson of the Board.

4.73 Meetings. Meetings of a Committee may be convened by its Chairperson or by a majority of its members at any time upon reasonable written, telephone, or email

notice to its members and to the Chairperson of the Board of Commissioners. Notification and public notice will be in accordance with the Open Meetings Act. A quorum for the transaction of business shall consist of a majority of its voting members.

- 4.74 Committee Minutes. Minutes of each Committee meeting shall be kept and filed in the office of the Clerk of the Board.

## **5. CONDUCT OF MEETINGS**

### **5.1 Order of business**

- 5.11 Regular Order. Normally, the regular order shall be as follows:

Call to Order  
Roll Call  
Pledge of Allegiance  
Public Comment  
Approval of Agenda  
Approval of Minutes  
Communications/Notices  
Reports of Special Committees  
Reports of Committee, Board, or Commission Liaisons  
Old/Unfinished Business  
New Business  
Agenda Appointments  
Administrator Report  
Finance Director Report  
Chairperson Report  
Various Matters  
Public Comment  
Adjournment

- 5.2 **Agenda.** The County Administrator shall provide to each member an electronic copy of the agenda for each regular and adjourned regular meeting of the Board by the Friday prior to the meeting. For members who request a paper copy, the Clerk shall mail a copy by the Friday prior to the meeting. Contained therewith shall be copies of whatever supplemental materials have been submitted with the agenda items. These materials should be arranged in the order indicated on the agenda.

- 5.21 Agenda Committee. Prior to each regularly scheduled meeting the Chairperson of the Board, the County Clerk and the County Administrator will convene to decide which matters will be placed on the agenda. The Finance Director will be included on matters that include a financial or budget component. Any item submitted after the meeting will be addressed at a subsequent Board meeting.

- 5.22 Agenda Priorities. All matters to be placed on the agenda under one of the specific categories above shall be given priority of order on the basis of date and time received by the Administrator or when scheduling annual reports by the Clerk of the Board.

- 5.23 Non Agenda Items. Any non-agenda item introduced by a Board member or a non-member may be tabled to the following meeting at the request of one Board member.

- 5.24 Deferred action. Any Commissioner may demand deferral of an issue until the

following Board meeting if he/she has not had sufficient time (2 business days) to consider the issue.

## **6. RIGHTS AND DUTIES OF MEMBERS**

### **6.1 Speaking Priorities and Limits**

- 6.11 Each member desiring to speak shall address the Chairperson and, when recognized, speak from his place. If two or more members desire to speak, the Chairperson shall designate the order in which they shall speak.
- 6.12 No member, while addressing the Board, shall be interrupted, except to be called to order by the Chairperson; and thereupon he shall immediately cease speaking.
- 6.13 The sponsor of any properly moved and seconded motion, resolution, ordinance, or report, not appearing on the agenda for the meeting, shall have the right to speak for a time not longer than five minutes after the formal introduction but prior to any discussion of the matter on the floor. When a measure has more than one sponsor, the Chairperson of the Board shall determine which person shall first speak under this rule.
- 6.14 No member shall speak more than twice on the same question in the same meeting without the consent of the Board; provided, however, that a special or ad hoc committee chair shall not be restricted in his/her right to discuss matters upon which he/she is reporting his/her committees activities and recommendations.

## **7. NON-MEMBER ADDRESSES TO COMMISSION**

Only members of the Board of Commissioners shall be given the floor to speak during any Board meeting except;

- 7.1 County officials, who may speak with the consent of the Chair of the Board.
- 7.2 Any person who, with the consent of the Chair of the Board has been given permission to be listed in an appropriate place on the agenda for the purpose of addressing the Board.
- 7.3. Public Comment. Members of the public are encouraged to speak during the public comment agenda items which are placed at the beginning and end of meetings. Any member of the public speaking under the privilege of public comment may speak no longer than three minutes.

A group of individuals who wish to present a specific point of view may designate a spokesperson who the Board will allow additional time; however, this is not a requirement. All individuals who wish to speak during public comment will be allowed to do so.

Members of the public with questions, concerns, or comments regarding their topic addressed during public comment may request additional information and/or referral from the County Administrator's Office during normal business hours or call 231-533-6265.

## **8. PARLIAMENTARY AUTHORITY AND PROCEDURE**

Roberts Rules of Order

### **9. ADOPTION AND AMENDMENT OF RULES**

- 9.1 These rules having been adopted by not less than a majority of all the members of the Board of Commissioners, may be amended or rescinded by majority vote of all the

members of the Board. These rules shall be reviewed yearly preceding the Organizational Meeting and shall be re-adopted (with revisions) at that meeting. Any proposed amendment to these rules, properly presented to the Board of Commissioners, shall take immediate effect when adopted, unless the Board at the time of adoption, stipulates otherwise.

- 9.2. Suspension of Rules. A two thirds (2/3) voted of elected and serving members is required to suspend these procedures.

#### References

Public Act 156 as amended, County Boards of Commissioners. (1851). Michigan Compiled Laws Complete Through PA 563 of 2016. Retrieved from <http://www.legislature.mi.gov/>

Public Act 267 as amended, Open Meetings Act. (1976). Michigan Compiled Laws Complete Through PA 563 of 2016. Retrieved from <http://www.legislature.mi.gov/>



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- Parliamentarian, 6
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- Reconsideration of Vote, 3
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Fax (231) 533-6935  
guys@antrimcounty.org

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December 23, 2020

To: Board of Commissioners

RE: *Suggested Resolution*

**RESOLUTION: #05-2021** By

**DEPOSITORIES**

**BE IT HEREBY RESOLVED**, the Antrim County Board of Commissioners hereby adopts the following institutions and their subsidiaries as depositories of Antrim County funds for the year 2021:

Alden State Bank  
Bank of America  
Charlevoix State Bank  
Comerica  
Fifth Third Bank  
4-Front Credit Union  
Flagstar Bank  
Huntington Bank        \*Main Depository  
PNC Bank  
TCF Bank (was Chemical Bank and soon to be Huntington Bank)  
Lyon Capital/Pershing  
Multibank Securities  
Fifth Third Securities, Inc.  
J.P. Morgan Chase & Co  
Michigan CLASS  
Robinson Capital  
UBS Financial Service Inc.

**NOW THEREFORE BE IT RESOLVED**, that the County Treasurer be authorized to use these designated institutions.

**RESOLUTION #05-2021**



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December 23, 2020

To: Board of Commissioners

RE: *Suggested:*

**RESOLUTION #06-2021 By**

**TAX WAIVERS**

**BE IT HEREBY RESOLVED** that the Antrim County Board of Commissioners provides all of the following for taxes paid before May 1 in the first year of delinquency for the homestead property of a senior citizen, paraplegic, eligible serviceman, eligible veteran, eligible widow, totally and permanently disabled, or blind person, as those persons are defined in Chapter 9 of the Income Tax Act of 1967 PA 281, MCL 206.501 to 206.532, if a claim is made before February 15 for the credit provided by Chapter 9 of the income tax act of 1967, 1967 PA 281, MCL 206.501 to 206.532, if that claimant presents a copy of the form filed for the credit to the county treasurer, and if that claimant has not received the credit before March 1:

- a. Any interest, fee, or penalty in excess of the interest, fee or penalty that would have been added if the tax had been paid before February 15 is waived.
- b. Interest paid under subsection (1) of section 89 (1)(a) is waived unless the interest is pledged to the repayment of delinquent tax revolving fund notes or payable to the county delinquent tax revolving fund, in which case the interest shall be refunded from the general fund of the county.
- c. The county property tax administration fee is waived.

**BE IT FURTHER RESOLVED** that the Antrim County Board of Commissioners approves the following:

- a. The treasurer of the local tax collecting shall indicate on the delinquent tax roll if a 1% property tax administration fee was added to taxes collected before February 15.
- b. The fees authorized and collected under this section and credited to the delinquent property tax administration fund shall be used by the department of treasury to pay expenses incurred in the administration of this act.
- c. The county property tax administration fee shall be used by the county to offset the costs incurred in and ancillary to collecting delinquent property taxes and for purposes authorized by sections 87b and 87d.

**RESOLUTION #06-2021**



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December 23, 2020

TO: Board of Commissioners  
RE: Suggested:

**RESOLUTION #07-2021 By**

**COUNTY TREASURER'S INVESTMENT AUTHORITY 2021 – 2022**

**WHEREAS**, pursuant to the provisions of Act No 20 of the Public Acts of Michigan of 1943, as amended ("Act 20") the Board of Commissioners of the County of Antrim may authorize the County Treasurer to invest County funds in certain investments; and

**WHEREAS**, this Board wishes to authorize such investments as are permitted by Act 20; and

**WHEREAS**, section 5, of Act 20 required this Board of Commissioners in conjunction with the County Treasurer to adopt an investment policy which complies with the provisions of Act 20; and

**WHEREAS**, the County Treasurer has submitted a proposed Investment Policy which complies with provisions of Act 20;

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE COUNTY OF ANTRIM as follows:**

1. The County Treasurer is authorized to invest funds of the County of Antrim in investments authorized by Act 20.
2. The Investment Policy attached hereto as Appendix 1 is approved and shall take effect on January 1, 2021 through December 31, 2022 (see pages).
3. Before executing an order to purchase or trade the funds of the County of Antrim a financial intermediary, broker, or dealer shall be provided with a copy of the County's Investment Policy and shall acknowledge receipt of the Investment Policy and agree to comply with the terms of the Investment Policy regarding the buying or selling of securities by executing the form as Appendix 2.
4. The County Treasurer is authorized to rely on the continuing effect of this resolution until and unless it is specifically amended or rescinded by a future resolution of the Board of Commissioners.
5. This resolution shall take effect on Friday, January 1, 2021

**RESOLUTION #07-2021**

**ANTRIM COUNTY  
INVESTMENT POLICY**  
To comply with PA 20 of 1943, as amended

It is the policy of Antrim County to invest its funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow needs of Antrim County and comply with all state statutes governing the investment of public funds.

This investment policy applies to all financial assets of the County of Antrim. These assets are accounted for in the various funds of Antrim County and included the general, special revenue funds, debt service funds, capital project funds, enterprise funds, internal service funds, trust and agency funds and any new fund established by Antrim County.

The primary objectives, in priority order, of the County of Antrim's investment activities shall be:

**Safety —** Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to insure the preservation of capital in the overall portfolio.

**Diversification —** The investments will be diversified by security type or individual financial institution or specific maturity.

**Liquidity –** The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated.

**Return on Investment –** The investment portfolio shall be designed with the objective to obtaining a rate of return throughout the budgetary and economic cycles, taking into account the investment risk constraints and the cash flow characteristics of the portfolio.

Authority to manage the investment program is derived from MCL 48.40 and Antrim County Board of Commissioners Resolution No 18 dated May 14, 1998. Management responsibility for the investment program is hereby delegated to the County Treasurer per MCL 48.40 who shall establish written procedures and internal controls for the operation of the investment program consistent with this investment policy. Procedures should include references to: safekeeping, delivery vs. payment, investment accounting, repurchase agreements, wire transfer agreements, collateral/depository agreements transaction except as provided under the terms of this policy and the procedures established by the County Treasurer. The County Treasurer shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials.

**The County Treasurer is limited to investments authorized by Act 20 of 1943, as amended, and may invest in the following:**

- 1. Bonds, securities, and other obligations of the United States or an agency or an instrumentality of the United States.**
- 2. In certificates of deposit, savings accounts, deposit accounts, or depository receipts of a financial institution. The financial institution must be:**
  - a. A state or nationally chartered bank or a state or federally chartered savings and loan association, savings bank or credit union**
  - b. Whose deposits are insured by an agency of the United State government**
  - c. That maintains a principal office located in the State of Michigan under the laws of this State of the United States**
- 3. In commercial paper rated prime at the time of purchase within the 2 highest classifications established by not less than 2 standard rating services and which matures not more than 270 days after the date of purchase.**
- 4. Repurchase agreements consisting of instruments listed in subdivision (1).**
- 5. Bankers' acceptances of United State banks.**
- 6. Obligations of this state or any of its political subdivisions that at the time of purchase are rated as investments grade by not less than 1 standard rating service.**
- 7. Mutual funds registered under the investment company act of 1940, , 15 U.S.C. 80a-1 to 80a-64, with authority to purchase only investment vehicles that are legal for direct investment by the public corporation. However, a mutual fund is not disqualified as a permissible investment solely by reason of any of the following**
  - a. The purchase of securities on a when-issued or delayed delivery basis.**
  - b. The ability to lend portfolio securities as long as the mutual fund receives collateral at all times equal to at least 100% of the value of the securities loaned.**
  - c. The limited ability to borrow and pledge a like portion of the portfolio's assets for temporary or emergency purposes**
  - d. This authorization is limited to securities whose intention is to maintain a net asset value of \$1.00 per share.**
- 8. Obligations described above if purchased through an inter-local agreement under the urban cooperation act of 1967, 1967 (Ex Sess) PA 7, MCL 124.501 to 124.512.**
- 9. Investment pools organized under the surplus funds investments pool act, 1982 PA 367, 129.111 to 129.118.**
- 10. Investment pools organized under the local government investment pool act, 1985 PA 121, MCL 129.141 to 129.150**

**Safekeeping and Custody – All security transactions, including collateral for repurchase agreements and financial institution deposits, entered into by the County Treasurer may be on a cash basis or a delivery vs. payment basis as determined by the County Treasurer. Securities may be held by a third party custodian designated by the Treasurer and evidenced by safekeeping receipts as determined by the Treasurer.**

**Prudence – Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the**

**management of their own affairs, not for speculation, but for investment, considering the probable safety of their capita as well as the probable income to be derived.**

**Ethics and Conflicts of Interest- The Treasurer and employees of the Treasurer's Office, involved in investment activities, shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair (or create the appearance of an impairment on) their ability to make impartial investment decisions. These persons shall disclose to the County Board of Commissioners any material financial interests in financial institutions that conduct business with Antrim County, and they shall further disclose any large personal financial investment positions that could be related to the performance of the County's portfolio.**

**Amended 01/03/2013**

**Reviewed 12/23/2014 for 2015**

**Reviewed 12/1/2016 for 2017**

**Reviewed 12/5/2018 for 2019**

**Reviewed 12/11/2020 for 2021**

# **ANTRIM COUNTY TREASURER**

**ANTRIM COUNTY BUILDING • 203 E. CAYUGA STREET**

**P.O. BOX 544**

**BELLAIRE, MICHIGAN 49615**

## **RECEIPT OF INVESTMENT POLICY AND AGREEMENT TO COMPLY**

I have read and fully understand PA Act 20 of 1943, as amended, and the Investment Policy of the County of Antrim.

Any investment advice or recommendation given by \_\_\_\_\_  
representing \_\_\_\_\_ to the County of Antrim shall  
comply with the requirements of PA Act 20 of 1943, as amended, and the Investment  
Policy of the County of Antrim. Any existing investment not conforming with the statute  
or the policy will be disclosed promptly.

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

(Return this receipt to Antrim County Treasurer, P.O. Box 544, Bellaire MI 49615)





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December 23, 2020

To: Board of Commissioners

RE: Suggested Resolution:

**FAIR HOUSING RESOLUTION**

**#08-2021**

**See attached.**

**FAIR HOUSING RESOLUTION**  
**Resolution # \_\_\_\_\_**

WHEREAS, under the Federal Fair Housing Law, Title VIII of the Civil Rights Act of 1968, it is illegal to deny housing to any person because of race, color, religion, gender, physical or mental disabilities or national origin; and,

WHEREAS, under the Michigan Elliott-Larsen Civil Rights Act, PA 453 of 1976, as amended, it is illegal to deny the opportunity to obtain housing to any person because of religion, race, color, national origin, age, sex, height, weight, familial status, or marital status;

LET IT BE KNOWN TO ALL PERSONS that it is the policy of **Antrim County** to implement programs to ensure equal opportunity in housing for all persons regardless of religion, race, color, national origin, age, sex, height, weight, familial status, or marital status. Therefore, **Antrim County** does hereby pass the following Resolution:

WHEREAS, Jeremy Scott was appointed the contact person for the Antrim County Housing Program, and Mr. Scott is informed of the Fair Housing laws and is available in Antrim County at 203 E. Cayuga Street, Bellaire, MI;

BE IT RESOLVED that in accordance with Executive Order 11063, **Antrim County** shall not discriminate in the sale, rental, leasing, or financing of housing because of religion, race, color, gender, physical or mental disabilities, national origin, age, height, weight, familial status, or marital status;

**Antrim County** will assist all persons who feel they have been discriminated against because of religion, race, color, gender, physical or mental disabilities, national origin, age, height, weight, familial status, or marital status to seek equity under federal and state laws by providing information to said persons on how to file a complaint with the Michigan Department of Civil Rights.

**Antrim County** will at a minimum post this policy or the Fair Housing poster or other posters, flyers or other information which will bring to the attention of owners of real estate, developers and builders their respective responsibilities and rights under the Federal Fair Housing Law and Michigan Elliott Larsen Act.

This Resolution shall take effect as of the date listed below.

Yes –  
No –  
Absent –



## Action Request to Board of Commissioners

**Meeting Date:** December 23, 2020

**Department:** Administration

**Submitted By:** Peter Garwood, Administrator

**Agenda Item:** Planning Commission Appointments

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### 1. Action Request/Suggested Motion

To approve the appointment of Commissioner \_\_\_\_\_ and Commissioner \_\_\_\_\_ to the Antrim County Planning Commission.

### 2. Background and Current Situation – Concisely include pertinent facts, dates, etc.

According to the Planning Commission Ordinance the Board of Commission members terms on the Planning Commission will correspond with their term of office as Commissioners. Since December 31, 2020 was the end of the term for the two Commissioners on the Planning Commission (Dawn LaVanway and Jason Helwig), either they must be reappointed or two other Commissioners must be appointed. Normally we would have waited until the regular appointments, but the Planning Commission has its first meeting tomorrow, January 5, 2021.

### 3. Goal – Why the action is necessary; What is the specific target or outcome desired?

To have two Commissioners in on the Planning Commission's organizational meeting.

### 4. Financial – Budget-related information

NA

### 5. Legal Review

NA

### 6. Policy Implications

NA

### 7. Plan – Timeline with who, what, where, and how

NA

### 8. Alternative Plan – What are the implications if failure to approve?

NA

### 9. Attachments Included

NA